

Get the Microsoft OneDrive app to use your Northampton College files

Download the Microsoft OneDrive app to access your college files on a personal device.

To setup access to Microsoft OneDrive on your device please follow the steps below:



onelink.to/c3rcpu



Access OneDrive on a Windows device:

1. Open the OneDrive app using the OneDrive icon. This is located on the right of the Windows taskbar.

(If OneDrive is not installed on your Windows device, go to onelink.to/c3rcpu and download the application)



Sign in to OneDrive to get started



Sign in to OneDrive to get to your files and sync them on this device.

Sign in



Set up OneDrive

Put your files in OneDrive to get them from any device.



username@northamptoncollege.ac.uk

Enter password

Password

Forgot my password

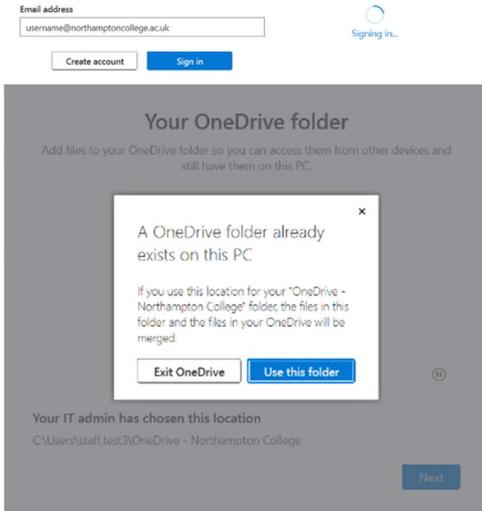
Sign in

2. Select 'Sign in' in the OneDrive window.

3. Sign in using your Northampton College account.

4. In the following window, select 'Next', then 'Use this folder'. You may be required to rename the OneDrive folder in file explorer.

5. Continue through the following windows until the 'Your OneDrive is ready for you' window appears. Then select 'Open my OneDrive folder'.



Your OneDrive is ready for you



Back

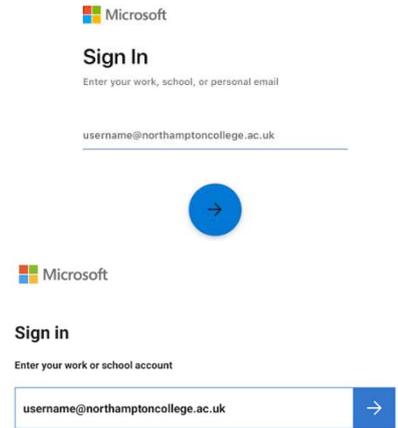
Open my OneDrive folder

Access OneDrive on a mobile device:

1. Scan the QR code or search 'OneDrive' in your phone's app store.

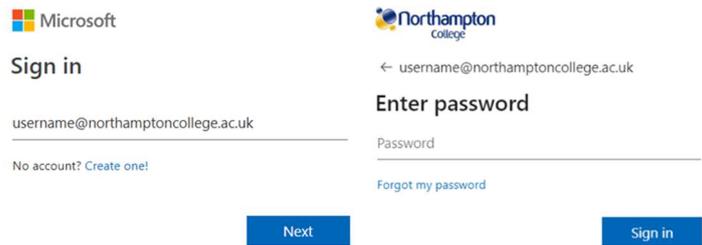


2. Sign in to OneDrive using your college account. This may require MFA authentication and device enrolment. (For help with device enrolment, please see the Personal Device Enrolment ICT guides).



Access OneDrive via the website:

1. Go to onedrive.com in your browser.
2. Sign in to OneDrive using your Northampton College account. This may require MFA authentication.



3. Use the menu on the left to navigate to your files, recently edited files and to create new files by selecting 'Add new'.

